

POLICE/SHERIFF'S DEPARTMENT		RULES AND REGULATIONS	
SUBJECT: Organization of Manual; Definitions		NUMBER: 1-1	
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AMENDS/SUPERSEDES: RR 1-1, June 1988		APPROVED: _____ Chief of Police/Sheriff	
CALEA STANDARDS: 12.2		VLEPSC STANDARDS: ADM.09.01-.09.03	

NOTE

This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

INDEX WORDS

General order
Manual; organization of
Memorandum
Policy
Procedure
Rule
Rule and regulation

I. POLICY

Law enforcement agencies are obligated to provide essential services to citizens to foster safe communities through crime reduction and deterrence. Law enforcement administrators are obligated to train, supervise, and guide personnel in performing a variety of tasks which helps create safe communities. At the same time, administrators seek to bolster employees' confidence and competence in performing tasks while reducing vulnerability to liability. To meet these obligations, agencies must manage themselves according to written orders. A manual of policies, rules, and procedures guides the day-to-day legal and ethical functioning of a law enforcement agency. To that end, this manual furnishes a blueprint for the performance of *[your agency's]* activities to established standards of state and national accreditation.

II. PURPOSE

This regulation outlines the organization of the manual, its authority, and defines three kinds of statements that appear in general orders and rules and regulations: policy, rule, and procedure.

III. DEFINITIONS

A. Policy

A policy is a statement of the department's philosophy on a given issue. Policy consists of principles and values which guide the performance of department employees. Further, policy is based upon ethics, experience, the law, and the needs of the community.

1. Each rule or regulation or general order will begin with an agency policy statement.
2. Only the chief of police/sheriff determines policy.

B. Rule

A rule is a specific prohibition or requirement governing the behavior of employees.

1. Rules permit little if any deviation therefrom. Violations of rules normally result in administrative discipline.
2. Rules appear in both general orders and rules and regulations.

C. Procedure

A procedure defines a method of performing an operation or a manner of proceeding on a course of action. It differs from policy in that it directs employees' actions in performing specific tasks within the guidelines of policy.

1. Unlike rules, a failure to follow a procedure **may** result in administrative discipline. Procedures constitute the agency-approved guide to performing tasks. Employees may depart from procedures only when, in their professional judgment, the situation warrants. Employees must be prepared to justify their actions.
2. Procedures appear mostly in general orders and to a lesser extent within rules and regulations.

D. Memorandum

A memorandum provides useful, specific information to employees not amounting to a formal order or may constitute a directive affecting specific behavior for a specific event or period of time, and is usually self-cancelling.

1. Memoranda are not part of this manual. Memoranda may be issued by the chief of police/sheriff or by other personnel or agencies.

E. Manual

A manual is a collection of rules and regulations and general orders of the department.

IV. ORGANIZATION OF THE MANUAL

- A. The manual is divided into two components: rules and regulations, and general orders.

1. A rule and regulation, which contains rules primarily, as defined above, is an administrative order governing organizational matters, e.g., leave policy, off-duty employment, and promotions.
 - a. Because they contain many rule statements, rules and regulations permit little if any deviation therefrom. Violations of rules and regulations normally result in administrative discipline.
 - b. The chief of police/sheriff issues rules and regulations. Rules and regulations (abbreviated RR) appear on blue pages.
2. A general order, which contains procedures primarily, is an administrative order governing operational matters, e.g., use of force, transportation of prisoners, or searches and seizures.
 - a. Because they contain many procedural statements, general orders permit a window of discretion. While violations of general orders **may** result in administrative discipline, the agency recognizes that an employee may depart from procedures **only if** the circumstances warrant, in the employee's professional opinion. Employees must justify their actions accordingly.
 - b. The chief of police/sheriff issues general orders. General orders (abbreviated GO) appear on white pages.

- B. Rules and regulations are numbered consecutively, preceded by "1-()." General orders are numbered consecutively "2-()." Individual pages are numbered consecutively within a given regulation or general order.

1. Example

1-5.3 (1 signifies rule or regulation; 5 signifies regulation number 5, and 3 means page 3.)

- C. No rule and regulation or general order is valid unless signed by the chief of police/sheriff.
- D. Within the context of any directive, the use of the word "shall" denotes an action or behavior that is mandatory and unequivocal. The words "may" or "can" denote an action or behavior that is discretionary.
- E. Any member of the department may suggest or recommend changes to the chief of police/sheriff concerning the policy manual.
 - a. The process for developing directives is outlined in RR 1-1A.